

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

DOCUMENT EXAMINER III

DEFINITION:

Under direction, to perform varied, difficult, and complex examination of questioned documents in connection with the investigation of crimes; to give expert testimony in the courts on all phases of questioned documents examination; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Examines questioned signatures and handwriting on documents to determine identity of the author;
- Performs microscopic examination of handwriting, typewriting, and of mechanical impressions, drawings, handwriting, indentations, and overwritings to detect alterations, chemical and mechanical erasures, and evidence of tracing;
- Examines typewriting, mechanical and electronic impressions and paper, including perforations, cancellations or rubber stamps of various kinds to determine type, model, and make of the machine or instrument, the condition of the ribbon, and origin of paper;
- Prepares photographs, charts, and other materials for demonstration of evidence in court; serves as an expert in the courts on all phases of document examination;
- Consults with prosecutors on various methods of presenting evidence;
- May lead subordinate personnel;
- Keeps records and prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of full-time professional experience examining questioned documents in connection with criminal investigations, which must include testifying in court as an expert witness.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.